

Some Word 2007 Features:

Flip the page and look at the example on page two. You are going to recreate this page but using a theme of interest to you. It can be about anything you enjoy *e.g. Black Ops II, Naruto, Duck Dynasty, Flappy Birds, Music, Skateboarding, Boxing.*

Use these instructions like a check list. As you complete each step, tick it.

	<p>1. Inserting Word Art: (<i>Use this to create headings that stand out</i>)</p> <ul style="list-style-type: none"> Click on Insert \ Word Art. Choose a design you like. Change the text to be the “theme” you’ve chosen to create an information page for <i>e.g. Kayak Fishing</i>. Choose a font type that “suits” your theme <i>e.g. Black Ops wouldn’t suit font type “Harrington”</i>. Click on Home \ Center text to align it in the middle of your page. Double click on it, under Format \ Shadow Effect, choose one you like. Click once on it, click on one of the corners and drag it so it resizes to take up 3/4s of the page.
	<p>2. Editing the Background:</p> <ul style="list-style-type: none"> Click on Page Layout \ Page Color. Choose a colour that contrasts well with your Word Art colours <i>i.e. it shouldn’t clash or be too bright to look at.</i>
	<p>3. Adding Borders:</p> <ul style="list-style-type: none"> Click on Page Layout \ Page Borders. Choose Box and under the Art drop down, a border that doesn’t distract you too much away from the information that will be on your page.
	<p>4. Headings or Normal Text:</p> <ul style="list-style-type: none"> On a new line, type the first heading – What I know? Select this heading. Click on Home \ under Styles, click Heading 1 On a new line, write a small paragraph of at least 3 lines saying what you know about this topic. Under Paragraph, your text should be Justified aligned. Under Font, at least size 12 of a font of your choice – <i>it should be easy to read!</i>
	<p>5. Using Columns:</p> <ul style="list-style-type: none"> On a new line, type the second heading – What I have? Make it Heading 1 as well On a new line, click on Page Layout \ Breaks \ Continuous. To see what this did, click on Home \ under Paragraph, click the Show Hide button. <i>You should see a section break (continuous).</i> If you do, untick Show Hide to return to normal view. On a new line (under the continuous break) click Page Layout \ Columns \ Two – <i>at the top of your page where the ruler is, you should now see two sections. If you don’t, ask Miss.</i> In the left hand column, write a sentence about what you have or would like <i>e.g. if I had Black Ops II my sentence could talk about the gaming console.</i> Make sure your font type and size are the same as your first paragraph of normal text.
	<p>6. Inserting Images:</p> <ul style="list-style-type: none"> Click on Page Layout \ Breaks \ Column. This will put the cursor into the right hand column.

	<ul style="list-style-type: none"> • Google an image you want and save it to your H drive <i>e.g. a to do with what you talked about.</i> • Make sure when you right click to Save Image As, you have clicked to View Image first so you get the best resolution quality. • In the right hand column, click on Insert \ Picture and browse to your Image on the H drive. Double click on it. • Under Format choose a Picture Style you like. Under Paragraph, make sure the picture is Right aligned.
	<p>7. Text Wrapping: <i>(So the text wraps around the image)</i></p> <ul style="list-style-type: none"> • Click at the beginning of your picture so the cursor sits in front of it. • Write a small caption that explains what the picture is and why you chose it. • Right click on the picture and choose Text Wrapping \ Square. This should wrap the text around the image. • Resize the picture so your text and picture sit nicely side by side in column two.
	<p>8. Removing Columns:</p> <ul style="list-style-type: none"> • Click at the end of your picture <i>i.e. where you want the page to return to a single column again.</i> • Click on Page Layout \ Breaks \ Continuous – <i>check the Show Hide button again in Home\ under Paragraph to be sure you inserted another continuous section break</i> • Click on page Layout \ Columns \ One
	<p>9. Inserting a table:</p> <ul style="list-style-type: none"> • On a new line, type the second heading – What does it cost? • Select this heading. Click on Home \ under Styles, click Heading 1 again • Click on Insert \ Table. Select 4 rows down and 2 columns across (<i>blue squares</i>) • In the top row, column 1, type the heading Gear. • In the to prow, column 2, type the heading Picture. • Select the text and make both of these headings Bold (under Font), center aligned (under Paragraph). • In the Gear column, list at least 3 things you need. • In the Picture column, google, save to your H drive and then insert a picture for each. Make sure it has a Picture Style and is centre aligned (<i>see instructions above if you've forgotten how to insert a picture</i>) • In the first column, second row, right click and choose Cell Alignment \ Align Center. • Repeat for the third and fourth rows. Note what where it repositions the text.
	<p>10. Colour Print:</p> <ul style="list-style-type: none"> • Resize everything so it fits on a single A4 page. • Click on File \ Save As. Save the document to your H drive in the Report or 91071 folder. • Install the library printer = Click on Start. Type \\thsdc and hit Enter. Double click on Library Copier. • Click on File \ Print. Change the printer to library copier. • Click on Properties. • Change the Black n White drop down to Colour and click OK twice. • Give your Information Sheet to Miss.

Kayak Fishing

What I know?

Kayak fishing is an outdoor adventure sport that I enjoy because I get to see beautiful sun rises, beaches, ocean blues and of course delicious fish! I know there are two main types of kayaks, ones you sit in and ones you sit on. I've discovered the sit in's are best for long distance and speed. The ones I use for deep sea kayak fishing are sit on's because they are wider and more stable in the waves. A friend asked why Kayak's have holes in them. It's so the water has somewhere to escape. That means though that you will probably always get wet.

What I have?

I have a Prowler 13 Kayak that I really like because its stable on the water. My friend who I go fishing with bought a Scupper, but his is more skinnier and narrower than mine so even though he's faster in the water, I prefer mine because his tips easier than mine so I tend to stay drier!

This is a picture of a random man I googled, but he's in the same Prowler 13 Kayak I have at home.



What does it cost?

Gear	Picture
Prowler Kayak	
Shimano Fishing Rod	
Bait Runner 2000 Fishing Reel	